



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

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| Supplier : THE LINDEN SUITES | P.O. No. : 2023-03-0163 |
| Address : 37 San Miguel Avenue, Ortigas Center, Pasig City, Metro Manila, Philippines | Date : March 02, 2023 |
| TIN : 005-035-641-000 | Mode of Procurement : NP-LOV |

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

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| Place of Delivery : Metro Manila | Delivery Term : FOB Destination |
| Date of Delivery : March 21-24, 2023 | Payment Term : 15-30 days upon final inspection |

| Stock/Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--------------------|------|---|-------------------|------------|-------------------------------------|
| 1 | pax | Board and Lodging for 3 days Capacity Building on Disaster Response Information Management for DSWD MIMAROPA Quick Response Team Members (Regional Office) Venue: Metro Manila Date: March 21-24, 2023 Check in: March 21, 2023 / 2:00 PM Check out: March 24, 2023 / 12:00 NN Please note: *IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER *The Secretariat will provide the final list of participants in the first (1st) day of activity Meals arrangements: Type of serving: Buffet Lunch ; Plated Snacks Break fast: 6:00AM (AM snack: 9:30 AM) Lunch: 12:00 NN (PM snack: 3:30 PM) Dinner: 6:00 PM Provisions: Mar 21 - PM snack, Dinner Mar 22-23 - Breakfast, AM snack, Lunch, PM snack, Dinner Mar 24 - Breakfast, AM snack, Lunch Overnight Accommodation arrangements: *Triple occupancy (3pax per room (single bed each pax)) *Full board meals (no repeating meal per menu) *Air-conditioned room with hot and cold shower * One (1) complimentary room for the secretariat team and one (1) for the Resource Person (3 pax per room: single bed each pax) which is excluded to number of rooms for the participants. Function room arrangements: TIME OF USE OF CONFERENCE ROOM/SESSION HALL from March 21-24 2023 7:00 am - 7:00 pm *Complimentary use of function room and other amenities *Function room can accommodate number of pax according to social distancing protocols *No pillars at the center of the conference room *Complimentary use of function room and other amenities *Sound system with 4 wireless microphones and audio jack *Extension cords *2 whiteboard with markers and erasers *Rostrum and 1 Philippine flag with flag pole *Free use of Laptop and LCD Projector with white screen *Stand-by attendant to assist *Free pads & pencils for the participants *Free flowing coffee, tea & candies *Free Hygiene Kit for every participant (Tissue, Alcohol, Face Shield and Face Mask) *Free wifi internet *Free complimentary Welcome Tarpaulin *Automatic Alcohol Dispenser with Stand and Thermal Scanner ***nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 366,600.00) RFQ No. 2023-01-0168 PURPOSE: Capacity Building on Disaster Response Information Management for DSWD MIMAROPA Quick Response Team Members (Regional Office) Prepared by: Cathy Victorio | 47 | 2,500.00 | 352,500.00 |
| | | | 44 guaranteed pax | COMPLY | |
| | | | | | Single beds subject to availability |
| | | | | | No laptop, projector only |
| | | | | NOT COMPLY | |
| | | | | TOTAL | 352,500.00 |

(Total Amount in Words) **Three Hundred Fifty-Two Thousand Five Hundred Pesos Only**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme: _____ Very truly yours,

 Signature over Printed Name of Supplier

 Date

LEONARDO C. REYNOSO, CESO III
 Signature over Printed Name of Authorized Official
 Regional Director
BY: BENCHE S. GONZALEZ
 Officer-in-Charge

Fund Cluster : **101**
 Funds Available : **352,500.00**
 Signature over Printed Name of Chief Accountant/Head of Accounting
DANILYN T. GALAN
 Accountant III - Accounting Section Head
 ORS/BURS No. : **02-101101-23-03-0797**
 Date of the ORS/BURS: **March 02, 2023**
 Amount : **352,500.00**

NOTICE OF AWARD

March 1, 2023

CAMILLE M. CENTENO

Authorized Representative

THE LINDEN SUITES

37 San Miguel Avenue, Ortigas Center, Pasig City, Metro Manila, Philippines

Dear Ms. Centeno:

We are pleased to inform you that the RFQ No. 2023-01-0168 for the Board and Lodging for the Capacity Building on Disaster Response Information Management for DSWD MIMAROPA Quick Response Team Members (Regional Office) is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Three Hundred Fifty-Two Thousand Five Hundred Pesos Only (Php 352,500.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2023-03-0163 the receipt of this Notice of Award.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,

LEONARDO C. REYNOSO, CESO III

Regional Director

Head of the Procuring Entity


BENCHIE B. GONZALES
Officer-in-Charge

Conforme:

(Signature over Printed Name of Bidder's Authorized Representative)

THE LINDEN SUITES

Date: _____